

February 11, 2016

Opening Date: February 11, 2016

Closing Date: February 25, 2016 or until filled

RESIDENT MANAGER

Who May Apply: Any qualified and well-experienced individual.

A Resident Manager is needed at the Deputy Chief of Mission (DCM) residence to manage all activities in the official residence. These activities coordinate official social activities, maintain computer records of cash accounts, supervise the two-person household staff, submit work orders, oversee maintenance/contract workers and shop for food and supplies at the Deputy Chief of Mission Residence (DCR).

The position is 40 hours per week, but incumbent must be willing and able to work flexible hours, including evenings, to oversee representational events. The selected individual is not an employee of the U.S. Embassy, but will be hired under a contractual basis as an ORE staff member.

The position salary will be determined based on job knowledge and prior work experience.

Position Qualifications:

ALL ARE REQUIRED

Education: Completion of high school.

Prior Work Experience: Two years of managerial, administrative, hospitality management, events planning, or protocol experience, of which at least one must be in an embassy, diplomatic residences or international environment.

Language Proficiency: Level IV English, both spoken and written, is required.

Knowledge: Previous knowledge of and experience in planning and executing social events. Knowledge of protocol and general etiquette. Knowledge of American culture, American and Western equivalent, as well as local social customs. Knowledge of the proper use of the English language in verbal and written communications.

Skills and Ability: The ability to adapt to and accommodate local customs while maintaining American methodology and social mores. Must be mature and have advanced interpersonal skills with the ability to keep up with the wide variety of duties. Discretion, common sense, tact, honesty and diligence. Basic skills in bookkeeping and simple accounting principles. The ability to foster a team environment while working with minimal supervision and direction. Computer skills including MS Word and Excel. The ability to learn and follow ORE Regulations and to draft correspondence. A positive and professional demeanor. Experience in basic bookkeeping and simple accounting principles.

SUBMIT APPLICATION TO

Human Resources Office

CV's must be submitted electronically through AmmanEmployment@State.gov no later than

COB February 25, 2016 . Applicants should include in the subject line “ DCM Resident Manager Vacancy”.